



STAFF REPORT
BOARD MEETING DATE: January 12, 2016

CM/ACM____
Finance____
DA____
Risk Mgt.____
HR____
Other____

DATE: December 21, 2015
TO: Board of County Commissioners
FROM: Erin Dixon, Fiscal Compliance Officer, Washoe County Health District
775-328-2419, edixon@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer
SUBJECT: Approval amendments totaling an increase of \$24,005 in both revenue and expense to the FY 16 ASPR Public Health Preparedness – Carryover Federal Grant Program, IO 11292; and if approved direct the Comptroller’s office to make the appropriate budget adjustments (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period November 1, 2015 through June 30, 2016 in the total amount of \$25,805 in support of the ASPR Public Health Preparedness Carryover Grant Program. A copy of the first page of Notice of Subgrant Award is attached.

District Board of Health strategic priority: Protect population from health problems and health hazards.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

The Nevada Division of Public and Behavioral Health awarded the Public Health Preparedness Program \$25,805 (with \$2,580.50 or 10% match) for the period November 1, 2015 through June 30, 2016. Funds will be used to support contractual, supplies, and overtime of coroner staff to assist in the revision of the Mass Fatality Plan.

The FY16 ASPR Carryover funds were not projected in the FY16 budget. The total award amount is \$25,805. A budget amendment in the amount of \$24,005 is necessary to bring the Notice of Subgrant

Award into alignment with the program budget. A budget adjustment is not necessary for the indirect revenue.

FISCAL IMPACT

The FY16 budget did not include any funding for this grant. A budget amendment in the amount of \$24,005 is necessary to bring the Notice of Grant Award into alignment with the program budget.

Should the Board approve these budget amendments, the total adopted FY16 budget will be increased by \$24,005 by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11292	-431100 Federal Revenue	\$24,005
	Total Revenue	\$24,005
	-701110 Base Salaries	2,674
	-710100 Professional Svcs	20,381
	-710300 Operating Supplies	950
	Total Expenditures	\$24,005

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$24,005 in both revenue and expense to the FY 16 ASPR Public Health Preparedness – Carryover Federal Grant Program, IO 11292; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$24,005 in both revenue and expense to the FY 16 ASPR Public Health Preparedness – Carryover Federal Grant Program, IO 11292; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: **15241**
 Budget Account: 3218
 Category: 23
 GL: 8516
 Job Number: 9388915
 Function #: 3333

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness Program Preparedness, Assurance, Inspections, Statistics (PAIS)	Subgrantee Name: Washoe County Health District (WCHD)
Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009	Address: 1001 East Ninth Street / PO Box 11130 Reno, NV 89512
Subgrant Period: November 1, 2015 to June 30, 2016	Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073786998

Purpose of Award: These carryover funds are intended to demonstrate achievement in HPP activities that are outlined in the ASPR grant guidance.

Region(s) to be served: Statewide Specific county or counties: **Washoe**

Approved Budget Categories:	Disbursement of funds will be as follows:																								
<table border="0"> <tr><td>1. Personnel</td><td>\$</td><td>2,674.00</td></tr> <tr><td>2. Travel</td><td>\$</td><td>0.00</td></tr> <tr><td>3. Supplies</td><td>\$</td><td>950.00</td></tr> <tr><td>4. Equipment</td><td>\$</td><td>0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td>\$</td><td>20,381.00</td></tr> <tr><td>6. Other</td><td>\$</td><td>0.00</td></tr> <tr><td>7. Indirect</td><td>\$</td><td>1,800.00</td></tr> <tr><td>Total Cost:</td><td>\$</td><td>25,805.00</td></tr> </table>	1. Personnel	\$	2,674.00	2. Travel	\$	0.00	3. Supplies	\$	950.00	4. Equipment	\$	0.00	5. Contractual/Consultant	\$	20,381.00	6. Other	\$	0.00	7. Indirect	\$	1,800.00	Total Cost:	\$	25,805.00	<p>Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i>. Total reimbursement will not exceed \$25,805.00 during the subgrant period.</p>
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Total Cost:	\$	25,805.00																							

Source of Funds:	% of Funds:	CFDA:	Federal Grant #:
1. Assistant Secretary for Preparedness and Response (ASPR)	100%	93.889	5U90TP000534-04

Terms and Conditions:
 In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:

- Section A: Assurances;
- Section B: Description of Services, Scope of Work and Deliverables;
- Section C: Budget and Financial Reporting Requirements;
- Section D: Request for Reimbursement;
- Section E: Audit Information Request;
- Section F: Business Associate Addendum;
- Attachment 1: Match Certification
- Attachment 2: Detailed Work Plan

	Signature	Date
Kitty Jung, Chair Washoe County District Board of Health	<i>[Signature]</i> for K Jung	11/11/15
Erin Lynch Health Program Manager II, PHP	<i>[Signature]</i>	11/18/15
Chad Westom Bureau Chief, PAIS	<i>[Signature]</i> for	11/19/15
for Cody L. Phinney Administrator, Division of Public & Behavioral Health		